

#### P-Card Reconciliation

You will need:

- Access to Wells Fargo Commercial Electronic Office online
- Receipts for all purchases
- FOAP information for purchases

Steps:

- 1) Go to the Wells CEO webpage: <u>CEO Home</u> (feel free to bookmark this!)
- 2) Sign in with your information on this screen.

Sign On	
Company ID	
User ID	(If you don't know what the sign-in information is, email Morgan Gray: Morgan.Gray@unco.edu)
Password	
Remember Me	
Sign On	

3) Click on the blue link "Commercial Card Expense Reporting" circled on this photo in black. (It's a deceiving little thing that doesn't look like a link, but it's a link.) Your Communication Center may have more or fewer messages, depending on if you check it frequently and how often you use your PCard.

ELLS FARGO		Support 🛩
Commercial Electronic Office®		Welcome, REBBECCA ROMINE - UNIVERSITY OF NORTHERN
CEO® Services Commercial Card Expense Reporting Communication Center 3 Unread Service Updates	Support Your Client Services Officer CHRISTOPHER CORACO CHRISTOPHER CORACO CROUGH Avia Constance Corace of Corace Corace Avia Corace Avia Corace Cor	
	Privacy, Security & Legal	
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4) There could be a bunch of transactions listed on this page, but they may not be the ones you need to work on for this month. Click on "**View Cycle-to-Date**" near the upper left of the screen to view the correct transactions.

WELLS FARGO Commercial Car	d Expense Report	ing						
Role: Cardholder								
Charges — Manage Charges	5							
▼ Manage Statements								
Review Open Statements	To filter items, select from the Charge Type drop-down menu. Select charges, and click one of the functions below. Click Save or Statement Reviewed.							
View Cycle-to-Date View Previous Statements								
View Historical Images	* Required Field 💫 View Details							
▶ Reports	Cardholder Summary							
User Information	Cardholder Name: Card Number: Status: Charges: Out-of-pocket: Total Amount:	ROMINE, REBBECCA xxxx-xxxx-xxx-1122 Approved 368.26 USD 0.00 USD 368.26 USD			Start Date: 0 End Date: 0 Reminder Period: 0 Grace Period: 0			
	Charges							
	Charge Type:	All Transactions 🗸						

5) You should see your list of current-cycle transactions. You can add receipts on this page (see the blue circles for the "add receipt" icon), or you can choose to wait until you are on the screen to reclassify. If you choose to add receipts here, you will need to press save at the bottom of the page before moving on.

Charge	15								
Select All I C	Retrict All Clear All								
	Transaction Date	Posting Date	Merchant	Split	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency	
1. 🗆	09/27/2020	09/28/2020	Amon Mikto Us M40px2vrf1 Amon.com/bill,WA		NATURALHEALTHSCIENCES(NtriHithSone)		0	68.99 USD	
	Description: *								
	FUND: 10000 PROGRAM: 1000			ORG: 46010 ACTIVITY:		ACCOUNT: 7221	)		
<b>2</b> .	09/27/2020	09/28/2020	Amzn Mkto Us M406x37r2 Amzn.com/bill,WA		NATURALHEALTHSCIENCES(NtriHithSonc)	( 🕒	0	99.00 USD	
	Description: *					<u> </u>			
	FUND: 10000 PROGRAM: 1000			ORG: 46010 ACTIVITY:		ACCOUNT: 7221	)		
3.	09/29/2020	09/30/2020	Amazon.com Mk8vn6401.Amzn Amzn.com/bill,WA		NATURALHEALTHSCIENCES(NIVHIthSonc)		0	13.11 USD	
	Description: *								
	FUND: 10000 PROGRAM: 1000			ORG: 46010 ACTIVITY:		ACCOUNT: 7221	)		
4.	10/02/2020	10/05/2020	Ricoh Usa, Inc 800-565-0283,PA		NATURALHEALTHSCIENCES(NtriHithSonc)			1.71 USD	
	Description: *								
	FUND: 10000 PROGRAM: 1000			ORG: 46010 ACTIVITY:		ACCOUNT: 7221			

6) At the bottom of this page, you will see several buttons. (If you added receipts on this page, remember to press **save**.) Click on "**Reclassify**" to move on.

Charges								
/iewing 1 to 11	of 11 Items							
	Transaction Date 09/27/2020 Description	Posting Date 09/28/2020	Merchant <u>Amon Milto Us MAlpus2vrf1</u> Amon com/bil,WA		Receipt Image	Receipt Submitted ‡	Amount 1 Original Currency 68 99 USD	
C	Apply, 10, All FUND 10000 PROGRAM 1000	Q.		ORG 46010 ACTIVITY		ACCOUNT 72210		
	Transaction Date 09/27/2029 Description *	Posting Date 09/28/2020	Merchant <u>Amon MHo Us M40k37/2</u> Amon combil WA		Receipt Image	Receipt Submitted ‡	Amount / Original Securecy 99.00 USD	
	PROGRAM	₿. ₿.		ORG 46010 &		ACCOUNT 72210		
1								
	Select All   Clear All							
	Reclassify         Add Descriptions         Split & Reclassify         Dispute         Copy Request							
1	Viewing 1 to	11 of 11 Items						

Save

7) This is the screen where you'll do the most work.

A) Add receipts via the green plus sign under "Receipt Image", if you didn't on the previous screen. (NOTE: DO NOT CLICK "RECEIPT SUBMITTED.")

- B) Add a description for each purchase made with the department you are purchasing for. <u>Remember to be specific</u>! Don't just say "Office supplies" – say "Pens, sticky notes, and index cards" if that's what you purchased.
- C) **Reclassify the fund, org, account, and program as necessary**. <u>MOST of the time, you will</u> <u>only have to reallocate the **account** code</u>. However, if you are paying from a grant or other fund, you will need to change some of the other numbers. If you don't have the FOAP information, please ask Pam for the correct info.
- D) Once you are done with all your transactions, remember to press "Save" at the bottom of the screen. DO NOT PRESS "STATEMENT REVIEWED."
- E) For things like course catalogs, posters, brochures, etc. use the FOAP 72155- Printing External Source. For a list of commonly used codes, visit: https://www.unco.edu/generalaccounting/pdf/banner\_expense\_codes.pdf